



Checklist for DS-11 Passport Application



Client Legal Services processes child renewal tourist passport applications and first-time adult tourist passport applications on a walk-in basis during normal duty hours. Newborn child tourist passport applications, as well as all official/no-fee passport applications can only be submitted on an appointment basis, and you may call our office at 738-8111 to schedule an appointment. The required forms vary based on the type of application and the applicant's status. Below is a general checklist that will cover most situations, and you must refer to specifics listed on the attached pages, or on our website at: <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.

1. ____ Form DS-11 (Application for a U.S. Passport).
2. ____ Form DS-2029 (Application for Consular Report of Birth Abroad of a Citizen of the United States of America) (**newborn child only**).
3. ____ Form SS-5-FS (Application for a Social Security Card) (**newborn child only**).
4. ____ Evidence of applicant's US citizenship (**minor child renewal and first-time adult**).
5. ____ Passport Photograph(s).
6. ____ Progression Photographs (**minor child renewal only**).
7. ____ Evidence of Citizenship of both the father and mother.
8. ____ Evidence of parents/guardians relationship to the applicant (**applicants age 15 and younger**).
9. ____ Parent's/Guardian's marriage and marriage termination documents (**newborn child only**).
10. ____ Evidence of US residence (**newborn child only**).
11. ____ Photocopies of valid picture IDs.
12. ____ Money order made payable to the "US Embassy" (**tourist passport application only**).
13. ____ Documentary proof of entitlement to official/no-fee passport (**official/no-fee passport application only**).
14. ____ DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) (**official/no-fee passport application only**).
15. ____ Request to Expedite Passport Application (**official/no-fee passport application only**).

To ensure all proper documentation is submitted, it is recommended that you bring the first page of this checklist along with you when submitting the passport application to Client Legal Services. See the following pages for a more detailed explanation of the above required items, or visit our website at:

<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>

To submit a Form DS-11 Passport Application one of the following must apply:

- You are a US citizen and have never been issued a US passport, or
- You are a US citizen under age 16, or
- You are a US citizen and were under age 16 when your previous US passport was issued, or
- You are a US citizen and your most recent US passport was issued more than 15 years ago, or
- You are a US citizen and your most recent US passport was lost or stolen, or
- You are a US citizen and your name has changed since your previous US passport was issued and you are unable to legally document your name change

If none of the above situations apply, you may be eligible to submit Form DS-82 instead of Form DS-11.

To submit a Form DS-11 Passport Application through Client Legal Services:

- The applicant must appear in person.
- If the applicant is a minor (age 17 and under), both parents must appear in person with the applicant.

If you cannot meet the above requirements, you cannot submit your application through Client Legal Services, and must submit your application directly with American Citizen Services at the US Embassy.

EXPLANATION OF CHECKLIST

1. Form DS-11. A link to the form, along with specific instructions on how to properly complete the form, are available on our website. The form should be completed on-line, contain a bar code in the upper left corner of the first page, and printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, cannot be pre-signed, and all signatures must be witnessed by an authorized acceptance agent at Client Legal Services.

2. Form DS-2029. The form, along with specific instructions on how to properly complete the form, are available on our website. Please note that some of the entry fields do not match the proper format of the required contents, so you cannot complete the form electronically, and the form must either be handwritten or typed on a typewriter.

3. Form SS-5-FS. The form, which includes specific instructions on how to properly complete the form, is available on our website.

4. Evidence of applicant's US citizenship:

- Newborn child application: NA.
- Minor Child renewal application: Previously issued undamaged US passport.
- First-Time Adult application: Previously issued undamaged US passport and one of the following:
 - US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
 - Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
 - Certification of Birth (Form DS-1350) (Issued by US State Department)
 - Naturalization Certificate (Issued by US Department of Homeland Security)
 - Certificate of Citizenship (Issued by US Department of Homeland Security)

5. Passport photograph(s):

- Tourist passport application: One (1) photograph in normal street attire.
- Official/No-Fee passport application: Two (2) photographs in conservative clothing (no t-shirts/tank-tops).
- Visa application: Check with Military Passport Agent at Client Legal Services for specifics.

The photograph(s) for a US passport must conform as follows:

- The photograph(s) must be identical.
- The photograph(s) must be in color.
- The photograph(s) must be two (2) inches x two (2) inches in size (with no borders).
- The photograph(s) must have been taken within the past six (6) months, showing current appearance.
- The photograph(s) must display full face, front view, with plain white or off-white background.
- The distance from the bottom of the chin to the top of the head must be between one 1 inch and 1-3/8 inch.

- The photograph(s) cannot display any clothing that resembles military attire or color
- The same photograph(s) cannot be used for different types of passports
- The photograph cannot show any features of anyone holding the child (**newborn child only**).
- A white sheet/blanket must cover the baby's body from the lower neck down (**newborn child only**).
- The photograph must display the baby with clearly open eyes (**newborn child only**).
- Vending machine photographs are generally not acceptable, and photograph should be printed on a laser quality printer.

DO NOT attach photograph(s) to passport or visa applications.

6. Progression photographs. If the child's likeness in the new passport photograph does not easily resemble the child's likeness in the passport being used to support the renewal application (which is normal in younger children), you must provide annual progression facial photographs of the child. Example: Previous passport issued in 2005, renewing passport in 2010 - progression photographs required for 2006, 2007, 2008 & 2009.

7. Evidence of Citizenship of both the father and mother:

You must present the following for each parent:

- Original US Passport issued by US State Department

If you do not have a US Passport then one of the following original documents for each parent:

- US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
- Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
- Certification of Birth (Form DS-1350) (Issued by US State Department)
- Naturalization Certificate (Issued by US Department of Homeland Security)
- Certificate of Citizenship (Issued by US Department of Homeland Security)
- Foreign Passport (if one parent is not a US Citizen)

8. Evidence of parents/guardians relationship to the applicant (one of the following):

- US Military Hospital Report of Birth Abroad (**newborn child only**).
- Korean Birth Abroad (sealed envelope from Korean hospital) (**newborn child only**).
- US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
- Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
- Certification of Birth (Form DS-1350) (Issued by US State Department)
- Adoption Decree (court certified with raised seal)
- Court Order (certified with raised seal) establishing custody.
- Court Order (certified with raised seal) establishing guardianship.

9. Parent's/Guardian's marriage and marriage termination documents (all of the following):

- Current marriage certificate (certified with raised seal).
- Original (court certified with raised seal) divorce decrees/annulments from all previous marriages for either parent
- Original (certified with seal) Family Relation Certificate (for Korean nationals)
- Original officially recognized divorce decrees from any other foreign country for either parent

10. Evidence of US residence. If only one parent is a US citizen, the US citizen parent must submit proof of having physically resided in the United States for a minimum of five (5) years, with at least two (2) years after the age of fourteen (14). Acceptable proof of residence may include: school transcripts, letters of employment with W-2's or tax returns, passports with US and foreign entry stamps, LES or DD-214 (for military personnel), evidence of having been an unmarried dependent of a US DoD employee stationed abroad, etc.

11. Photocopies of valid picture IDs:

- Newborn child application: Two (2) photocopies of father's and mother's picture IDs.
- Minor Child renewal application (age 15 and younger): One (1) photocopy of father's and mother's picture IDs.
- First-Time Adult application (age 16 and older): One (1) photocopy of applicant's picture ID.

The photocopies of picture IDs must conform as follows:

- Photocopied on regular 8-1/2" x 11" white paper (in color or black & white).
- Photocopied with both front and back of ID on the same side of the sheet of paper.
- Photocopy must display clearly recognizable face(s)
- Images may be larger than original image, but cannot be smaller.

12. Money order made payable to the "US Embassy" (tourist passports only). The various fees are:

- Newborn applications: \$150 (\$85.00 application fee for first-time Passport Book + \$65.00 application fee for Report of Birth Abroad)
- First-time and renewal minor applications (age 15 and younger): \$85.00
- First-time adult applications (age 16 and older): \$100.00

NOTE: An increase in application fees is expected in 2010, so please call to verify current fees.

13. Documentary proof of entitlement to official/no-fee passport:

- Active duty servicemembers:
 - Copy of assignment orders with all amendments and extensions (and one of the following):
 - Copy of regulatory authority requiring official passport.
 - Command memorandum listing specific countries of travel requiring an official passport for entry.
- Family members of military servicemembers: Command-sponsorship orders listing applicant (to include amendments and extensions).
- DoD civilian employees and family members (all of the following):
 - DD Form 1614 (Permanent Duty Travel Order)
 - Letter of Employment (signed by CPAC)
 - DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC)
- DoDDS Teachers and family members:
 - DD Form 1614 (Permanent Duty Travel Order)
 - Letter of Employment (signed by DODDS Korea District).
 - DD Form 1616 (Transportation Agreement signed by DODDS Korea District).

14. DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa). The form, along with specific instructions on how to properly complete the form, are available on our website.

15. Request to expedite official/no-fee passport application. The format for this memorandum is available on our website.

ADDITIONAL COMMENTS

Original records submitted with your passport application will be forwarded with the passport application, and will be returned to you at the same time as the new passport.

Turn-around time for tourist passports is approximately two (2) to three (3) weeks.

Turn-around time for social security card applications is approximately four (4) to six (6) months.

Turn-around time for official/no-fee passports is approximately eight (8) to ten (10) weeks.

You may receive a call from "ACS" informing you that your passport is ready for pick-up. Although the Army has an ACS office (Army Community Services) here on Yongsan, the US Embassy also has an ACS office (American Citizen Services), and it's the US Embassy's ACS office that makes calls regarding passports. If notified by "ACS" that your passport is ready for pick-up, it means that your passport is available for pick-up from the US Embassy only, and you should not go to Army Community Services or come to Client Legal Services looking for your passport. Client Legal Services normally picks up passports from the US Embassy weekly on Wednesdays, and will notify you if your passport is ready for pick-up from our office.

Finally, Client Legal Services does not maintain passports for an indefinite period. As an applicant, or sponsor of an applicant, it's your responsibility to provide proper contact information and follow up in a reasonable period based on the above turn-around times to pick up your passport(s). Passports not picked up in a reasonable time period, without a valid reason, are returned to the US Embassy as unclaimed for disposal.